



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## VOC REHAB PROGRAM INSTRUCTOR III

Job Number: 20001050

Job Code: 47300V000101

Job Group: 4700 - VOCATIONAL REHABILITATION

Job Established: 12/16/2008

Job Revised:

Grade: 14 Salary (MIN - MID):

\$18,075-\$23,944 - Hourly

\$2,937.20-\$3,890.90 - 37.5 Hr. Monthly Salary

\$3,133.00-\$4,150.30 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

### **PROBATIONARY PERIOD:**

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

**CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Serves as a Lead Instructor. Develops coordinates and implements therapeutic recreation programs and activities within the recreation program for a vocational rehabilitation facility; OR develops curriculum for specialized training; teaches advanced academic courses in a classroom setting at a vocational rehabilitation facility; and performs other duties as required.

### **MINIMUM REQUIREMENTS:**

#### **EDUCATION:**

Graduate of a college or university with a Bachelor's degree in rehabilitation, rehabilitation teaching or therapy, therapeutic recreation, guidance and/or counseling, psychology, sociology, orientation and mobility, social work, special education, education, education with emphasis in vocational counseling.

#### **EXPERIENCE:**

Must have three years of professional experience in therapeutic recreation and/or teaching at a vocational rehabilitation facility or educational facility.

#### **Substitute EDUCATION for EXPERIENCE:**

A Master's degree or a Rank I teaching certificate will substitute for a year of professional experience.

#### **Substitute EXPERIENCE for EDUCATION:**

NONE

#### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

NONE

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Develops coordinates and implements a vocational rehabilitation instructional plan in therapeutic recreation. Develops advanced curriculum to assist the consumers to be retrained with a disability. May supervise. Reviews and evaluates medical, psychological, vocational and other reports. Serves as a team leader in determining whether the consumer can benefit from specialized vocational rehabilitation services in order to prepare for, enter into, engage in, or retain gainful employment after leaving the Facility. Develops advance curriculum for consumer to achieve employment opportunities in a specialized field. Provides training in a personal adjustment, therapeutic recreation, recreation, adult basic education, Braille Orientation and Mobility, work adjustment, etc. in a community-based environment, residential environment or under a regionalized model. Provides documentation, for supervisor approval, as to consumer's skill levels and ability to perform skills needed for rehabilitation, training or to gain independence leading to employment. Participates in professional development activities to improve teaching skills and technical expertise in the area to being taught. Develops and implements therapeutic recreation plans. Serves as resource person, Provides consumers and employers with information on accessibility, job analysis, training opportunities and/or employability skills. Assists in writing guidelines, department materials or policy. Serves on task forces and/or special teams for the local administrator or Division Director. Promotes vocational rehabilitation instructional program to the community.

**UNIQUE PHYSICAL REQUIREMENTS:**

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Work is performed primarily in an office setting. Occasional travel will be required to coordinate services between customers and the agency.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.*